



Ladies and Gentlemen:

SUBJECT: Solicitation for a Personal Services Contractor (PSC) – Deputy Family Health Team Leader, USAID/Benin

Solicitation No.: 680-08-003  
Issuance Date: December 4, 2007  
Closing Date: December 30, 2007  
Closing Time: 12:00 noon local time

*USAID/BENIN is an equal opportunity employer. We encourage all qualified candidates to apply. Persons with disabilities will be assisted and receive reasonable accommodation.*

The United States Government, represented by the U.S. Agency for International Development (USAID) Benin is seeking applications (Optional Form 612 or Standard Form 171) from qualified, U.S. Citizen Resident Aliens or Cooperating Country Nationals (CCNs), interested in providing the services described below.

Any questions as well as submission of applications in responses to this solicitation must be directed to:

Cosmas Apedo, Acquisition and Assistance Specialist  
USAID/Benin  
Office of Procurement  
Rue Caporal Anani Bernard  
American Embassy  
01 BP 2012  
Phone (229) 21-300-500, ext. 2112  
Cotonou, Republic of Benin  
Email address: [apedo@usaid.gov](mailto:apedo@usaid.gov)

USAID/Benin anticipates awarding one (1) Resident U.S. Citizen or a Cooperating Country National (CCN) PSC contract as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award any contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of a proposal in response to this solicitation.

Sincerely,

Aissatou Kane  
Senior Acquisition and Assistance Specialist  
USAID/Benin, Cotonou

U.S. Agency for International Development  
01 B.P. 2012  
Cotonou, BENIN

Tel: 229 21-30-05-00  
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## **SOLICITATION INFORMATION**

1. SOLICITATION NUMBER: PSC 680-07-006.
2. ISSUANCE DATE: December 4, 2007
3. CLOSING DATE: December 30, 2007 12:00 noon Local Time.
4. POSITION TITLE: Deputy Family Health Team Leader.
5. MARKET VALUE: GS-14 (US \$79,115 to US \$102,848). See IX - COMPENSATION - for further information
6. PERIOD OF PERFORMANCE: 24 months with possible extension for two additional years.
7. PLACE OF PERFORMANCE: Cotonou, Republic of Benin.
8. SUPERVISION: USAID/Benin Family Health Team Leader.
9. AREA OF CONSIDERATION: Only U.S. Citizens Resident Alien or Cooperating Country Nationals (CCNs).

### **I. POSITION: DEPUTY FAMILY HEALTH TEAM LEADER**

The contractor shall serve as the Deputy Team Leader of the Family Health Program and provide broad technical guidance, analysis, and leadership in the formulation and management of USAID/Benin's overall Family Health and HIV/AIDS program, and implementation of its performance management plan.

The contractor shall report directly to the Family Health Team (FHT) Leader. The contractor has responsibility for formulating and assessing Family Health policies and procedures. Specifically, the contractor shall be responsible for (1) assisting in administering all FHT activities; (2) conducting or orchestrating team development and supervisory activities (i.e., work planning, staff development, coaching, mentoring, training, and performance appraisal) for FHT team members; and (3) oversee coordination of FHT activities.

### **II. DUTIES & RESPONSIBILITIES OF THE POSITION**

The contractor shall function as the alter ego of the Family Health Team Leader and serve as the Acting Team Leader during the absence of the Team Leader in coordinating the day-to-day implementation of all team functions, in accordance with approved guidelines, regulations and procedures. S/he shall assure technical oversight of the Family Health Team on all health, population and HIV/AIDS-related matters, coordinate, supervise and develop team members, engage team members in portfolio development and strengthen Monitoring and Evaluation.

Specifically, the contractor shall perform the following:

**Activity Management and Administration:**

1. The Family Health Deputy Team Leader is responsible for managing HIV/AIDS activities. He/she will manage the Mission's social marketing and HIV/AIDS cooperative agreement. In this capacity, the incumbent will assist the Team Leader in planning activities (on an annual, quarterly and monthly basis) and coordinate activities that strengthen the Mission's leadership in HIV/AIDS prevention. Responsibilities include preparing and/or updating information on project expenses, performing accruals on a quarterly basis and participating in Activity implementation and portfolio reviews.
2. Monitor HIV/AIDS-related activities. This includes coordinating roles, responsibilities and annual work plans with other FHT activity managers, identifying training needs, and acting as principal liaison with the National AIDS Control Program (PNLS) and the National AIDS Control Committee (CNLS).
3. Coordinate with the Team Leader, and other members to ensure that policy implications of health programs proposed by other donors are assessed and tracked. Policies to monitor will include HIV-related issues, especially HIV testing and counseling, but also may include issues such as the price of family health products, and regulations on community-based services delivery.
4. Coordinate all assistance to the Ministry of Health in implementing the reproductive health commodities security strategy and monitors any potential contraceptive stock-outs, in collaboration with the Directorate of Family Health, for solution.
5. Hold periodic meetings with partners to discuss the findings of Mission's HIV/AIDS program, in collaboration with the Office of Program Coordination and the education Strategic Objective Team. Organize and facilitate, on a regular basis, meetings within USAID and with USAID partners working in areas related to the social marketing program and HIV/AIDS project; and
6. Perform other duties as assigned by the Team Leader or the Mission Director.

**Technical Oversight:**

1. Serve as principal technical advisor to USAID/Benin on all health and population related matters, especially HIV/AIDS;
2. Serve as Cognizant Technical Officer (CTO) for the Integrated Social Marketing and HIV/AIDS prevention Project (IMPACT); and
3. Monitor key family health activities, including implementation progress and ongoing needs for technical assistance;

**Team Development and Supervisory Duties:**

1. Contribute substantially to team development and supervision. Assist the Family Health Team Leader in organizing/updating work planning activities, including development of staff work objectives;
2. Provide training to FHT staff in technical areas and USAID regulations, and assist in improving the competency of the FHT staff;
3. Serve as Acting Family Health Team leader as necessary;
4. Maintain close contact with USAID/Washington and health teams of other USAID missions to encourage information exchange and ensure that USAID/Benin's program reflects Agency best practices;
5. Assist the Team Leader in identifying, planning and using the wide range of USAID health-sector funding opportunities and other resources and implementation mechanisms available within USAID/Washington; and
6. Perform other specific duties as assigned by the Team Leader or the Mission Director.

**Program Development and Support:**

1. Serve as the technical advisor to the FHT and the Mission on issues related to STIs/HIV/AIDS and social marketing. Oversee the technical design, implementation and monitoring of the Mission's HIV/AIDS prevention activities;
2. Identify national policy issues concerning HIV/AIDS and social marketing, and act as liaison to the GOB on issues related to HIV/AIDS. Participate in policy development meetings, including sessions related to the National AIDS Control Program (PNLS) and strategic planning and the National HIV/AIDS Committee (CNLS); and
4. Contribute to the portfolio review, the design and the implementation of the Mission Operational Plan (MOP). Work with the education strategic objective to assess results achieved in their programs with regards to HIV/AIDS prevention.

**Strengthening Relationships with Partners:**

1. Attend sector-specific meetings. Participate in donor coordination meetings including monthly UNAIDS meetings and support improved coordination regarding AIDS programming;
2. Act as liaison with the FHT Leader regarding dissemination of Demographic and Health Survey (DHS) information and identifies relevant follow-up studies and coordinate dissemination of findings;

3. Coordinates USAID funded assistance to leverage funds from other sources including the Global Fund and participate in Country Coordinating Mechanism (CCM) meetings to ensure that USAID/Benin's views are taken into consideration and report to the Team Leader and the Mission Director any issues impeding the smooth implementation of grants provided to Benin; and
4. Participates with the Team Leader and other staff members in periodic conference calls with Washington virtual team members on health program activities and support needed from the Washington-based team by the Family Health Team.

### **Monitoring and Evaluation:**

1. Lead periodic evaluations and semi-annual project reviews;
2. Ensure that guidelines are in place for monitoring and evaluating; and that implementation of activities follows Agency and Mission guidance;
3. Monitor the establishment and implementation of plans to ensure the high quality and timely design and implementation of activities; and make sure a monitoring and evaluation system is put in place by the social marketing and HIV/AIDS prevention project implementing partner to track the impact of activities on a yearly basis;
4. Assess activities' performance indicators on a continual basis;
5. Contributes to health, HIV/AIDS and population-related USAID reports such as the Congressional Budget Justification and Annual Report; and
6. Contribute to outreach and communication for the social marketing and HIV/AIDS. Such activities may include drafting speeches for significant events; prepare press releases, reporting cable and success stories.

### **III. REPORTS AND WORK PLANS:**

Within 45 days of signing the contract, the contractor will prepare a work plan and work objectives for the first year of the contract.

### **IV. PERIOD OF SERVICE TO USAID/BENIN, SECURITY AND MEDICAL CLEARANCE:**

The Contractor's period of service shall be approximately two years from the effective date of the contract with a possibility of renewal for two additional years. Extensions will be contingent on availability of funds and USAID approval. US Citizens need to obtain a Security Clearance and a medical clearance from State M/MED. The individual must be willing and able to spend as much as 20% of his/her time traveling.

## **V. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:**

### **1. Education: (15 points).**

[Initial screening is Yes/No scoring. An applicant will not be considered if he/she does not meet the minimum requirements.]

A minimum of a Master's Degree in public health or relevant field is required.

### **2. Experience: (50 points)**

Work Experience: (20 points). A minimum of five (5) years of experience in the management and implementation of international population/family health, HIV/AIDS prevention and service delivery projects is required. More specifically, the applicant should have a broad knowledge of HIV/AIDS prevention and internationally recognized best practices along with experience in managing HIV/AIDS activities

Planning/Design/Implementation: (10 points). A minimum of five years demonstrated experience in strategic planning, as well as management, design, implementation and evaluation of health sector programs, including HIV/AIDS is required.

Partnerships: (10 points). A minimum of five years experience working as a technical advisor or manager for a donor agency, NGO or public sector organization is required.

Developing Country Experience: (10 points). Applicants' professional experience must demonstrate a familiarity with and sensitivity to socio-cultural and institutional factors affecting program development and implementation in a developing country. Previous experience, at least three years working in Africa, is desired.

### **3. Skills: (35 points)**

Interpersonal/team skills: (10 points). Applicants must have strong interpersonal skills, including ability to work effectively in a team and manage conflict. The applicant must demonstrate that he has worked in a team during his career.

Fluency in English: (10 points). A minimum of full professional proficiency in English including an ability to use the language fluently and accurately on all levels normally pertinent to professional needs is required. This means that s/he 1) can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare errors of pronunciation and grammar; 4) can handle informal interpreting from and into the language; and 5) can write with sufficient skill for professional purposes to produce documents which do not require extensive editing and are generally free from

errors in mechanics, usage, and sentence structure. English skills at the ability of native or bilingual proficiency are preferred.

Fluency in French: (7 points). A minimum professional working proficiency in French is required. This includes 1) ability to participate effectively in most formal and informal conversations on practical, social and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that s/he rarely has to grope for a word; 5) an accent which may be obviously foreign but has a good control of grammar and errors virtually never interfere with understanding. This includes ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects and ability to write simple documents.

Computer Skills: (8 points). An applicant will not be considered if s/he does not meet the following minimum computer skills requirements:

- Fully functional in Windows, MS Outlook, word processing, and spreadsheet software is required.
- Fully functional in using the internet to solve problems and research information, such as regulatory guidance.

## **VI. SUPERVISION:**

Supervision Received: The Contractor will work under the direction of the Family Health Team Leader. S/He will work with the Family Health Team and other USAID project managers to facilitate collaboration among implementing partners and integration of other relevant USAID/Benin activities. The contractor shall develop and negotiate an annual work plan with the Family Health Team Leader who will evaluate her/him annually on the basis of the work plan.

Supervision Exercised: As assigned by the Family Health Team Leader, the contractor will exercise supervisory responsibilities on other FHT staff.

## **VII. LOGISTIC SUPPORT:**

The logistic support provided by USAID/Benin includes office space and equipment, transportation in country for official meetings, work related travel arrangements/tickets and secretarial and translation services.

## **VIII. APPLYING**

Applicants are encouraged to write a brief appendix to a resume, OF-612 or SF-171 to demonstrate how their previous experience and skills are suited for this position. Applicants must provide names and contact information for at least two references. The highest ranking applicants will be interviewed in person or by phone.

Application forms: Standard Form 171 can be obtained from [http://www.jobs.bpa.gov/How\\_To\\_Apply/forms/sf171.pdf](http://www.jobs.bpa.gov/How_To_Apply/forms/sf171.pdf) and Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/forms/of-612.doc> or at federal offices.



Applicants should retain for their record copies of all enclosures that accompany their proposals. Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be Word 2000 or PDF format. Electronic submissions will be accepted.

N.B.: Mark submissions "PSC 680-07-006". Late applications will not be accepted. Applicants are requested to provide their full mailing address and contact information (including fax, telephone and/or e-mail where available). **No response will not be sent to unsuccessful applicants.**

## **IX. COMPENSATION**

The position has been classified at a GS-14 level The position has been classified at a GS-14 level . Final compensation will be negotiated within the range of the market value or in GS-14 equivalent in local currency for CCNs and Benin National with U.S. Resident Alien status, based upon the candidates past salary, work history, experience and educational background. **Benin national with U.S. Resident Alien status will be paid CCN benefits specified under the Local Compensation Plan (LECP).** Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed below will be paid.

AS A MATTER OF POLICY, AND AS APPROPRIATE, A PSC IS NORMALLY AUTHORIZED THE FOLLOWING:

**NB: Benin national with U.S. Resident Alien status will be paid benefits specified under the Local compensation Plan (LECP).**

### Benefits:

1. Employee's FICA contribution\*
2. Contribution toward Health and Life Insurance
3. Pay Comparability Adjustment
4. Annual Salary Increase
5. Annual and Sick Leave
6. Eligibility for Worker's Compensation
7. Medevac insurance
8. Access to Embassy medical facilities, and pouch mail service for USPSC (Department of State approval required)

*\*Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

**\*Other than the benefits listed above, no other benefits or allowances will be paid to the selected candidate.**



**X. CONTRACT INFORMATION BULLETINS (CIBs) OR ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs.**

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

[http://www.usaid.gov/procurement\\_bus\\_opp/procurement/cib/subject.html](http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html) to determine which AAPDs/CIBs apply to this contract.

**XI. LIST OF REQUIRED FORMS FOR PSCs:**

1. Standard Form 171 or Optional Form 612
2. Contractor Physical Examination For children 11 years and under (DS-1622)\*\*
3. Contractor Physical Examination For children 12 years and over (DS-1843)\*\*
4. Questionnaire for National Security Positions (SF-86)\*\*,
5. Authority for Release of Information (AID 610-14)\*\*
6. Foreign Residence Data (AID 6-85)\*\*
7. Fair Credit Reporting Act of 1970, As Amended\*\*
8. Notice Required by The Privacy Act of 1974 \*\*
9. Fingerprint Cards (FD-258)\*\*.

\*\* The forms listed 2 through 9 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.